

[illegible]

EXPENSES CLAIM FORM

- FOR DETAILED INSTRUCTIONS - SEE INSTRUCTIONS TAB.
- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.
- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

NAME:						Elizabeth						Denham						DATE OF CLAIM: DD/MM/YY						22/09/17						CLAIM REFERENCE:						Denh22-09-17											
																		COST CENTRE (TEAM NUMBER / NAME):												120 - LEADERSHIP TEAM						overwrite this cell with currency if "other" selected below						FINANCE USE					
DATE & TIME <i>(FOR SUBSISTENCE CLAIMS)</i>						REASON FOR TRIP						DESCRIPTION OF EXPENSE						CATEGORY						RECEIPT NUMBER		NO. MILES		NO. PASSENGERS		AMOUNT CLAIMED		PROJECT CODE															
RECEIPT DATE/ TRIP START		TRIP END		TOTAL TRIP	CHOOSE CURRENCY																									USE DROP DOWN LIST																	
DD/MM/YY		00:00:00		DD/MM/YY		00:00:00		HRS	WHY YOU TRAVELLED						WHAT YOU PAID FOR						CHOOSE FROM DROP DOWN LIST						ENTER NUMBER UNLESS N/A APPEARS						EURO €				CODE										
04/09/17								n/a	Visit to Brussels						Snack on flight						Overseas Subsistence & meals 26002						1		N/A		1		5.50				120-26002-										
04/09/17								n/a	Visit to Brussels						Dinner in Brussels						Overseas Subsistence & meals 26002						2		N/A		1		34.00				120-26002-										
05/09/17								n/a	Visit to Brussels						Taxi to Eurostar Station						Overseas Travel & Accommodation 26002						3		N/A		3		9.50				120-26002-										
05/09/17								n/a	Visit to Brussels						Snack at station						Overseas Subsistence & meals 26002						4		N/A		1		12.20				120-26002-										

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NAME:		Elizabeth			Denham		DATE OF CLAIM: DD/MM/YY		22/09/17		CLAIM REFERENCE:		Denh22-09-17														
					COST CENTRE (TEAM NUMBER / NAME):			120 - LEADERSHIP TEAM			overwrite this cell with currency if "other" selected below		FINANCE USE														
DATE & TIME (FOR SUBSISTENCE CLAIMS)				REASON FOR TRIP			DESCRIPTION OF EXPENSE			CATEGORY					AMOUNT CLAIMED												
RECEIPT DATE/ TRIP START		TRIP END													TOTAL TRIP		CHOOSE CURRENCY		PROJECT CODE								
DD/MM/YY 00:00:00		DD/MM/YY 00:00:00		HRS		WHY YOU TRAVELLED		WHAT YOU PAID FOR			CHOOSE FROM DROP DOWN LIST				ENTER NUMBER UNLESS N/A APPEARS		UK £		USE DROP DOWN LIST		CODE						
31/08/17						n/a		Archives and Records Conference			Taxi in Manchester			UK Travel & Accommodation 26001		1		N/A		1		9.00				120-26001-	
31/08/17						n/a		Archives and Records Conference			Lunch in Manchester			UK Subsistence & meals 26001		2		N/A		2		35.20				120-26001-	
06/09/17						n/a		Meetings in London			Taxi in London			UK Travel & Accommodation 26001		3		N/A		2		12.00				120-26001-	
07/09/17						n/a		Northern Ireland Conference in Belfast			Taxi to Manchester Airport			UK Travel & Accommodation 26001		4		N/A		2		20.00				120-26001-	
12/09/17						n/a		Meetings in London			Lunch on train			UK Subsistence & meals 26001		5		N/A		1		6.90				120-26001-	
12/09/17						n/a		Meetings in London			Dinner at hotel			UK Subsistence & meals 26001		6		N/A		1		24.53				120-26001-	
13/09/17						n/a		Meetings in London			Breakfast at hotel			UK Subsistence & meals 26001		7		N/A		1		16.82				120-26001-	
13/09/17						n/a		Meetings in London			Lunch in London			UK Subsistence & meals 26001		8		N/A		2		32.20				120-26001-	
13/09/17						n/a		Meetings in London			Dinner in London			UK Subsistence & meals 26001		9		N/A		1		32.19				120-26001-	
14/09/17						n/a		Meetings in London			Breakfast at hotel			UK Subsistence & meals 26001		10		N/A		1		21.32				120-26001-	
14/09/17						n/a		Meetings in London			Snack in London			UK Subsistence & meals 26001		11		N/A		1		5.25				120-26001-	
14/09/17						n/a		Meetings in London			Taxi in London			UK Travel & Accommodation 26001		12		N/A		1		20.00				120-26001-	
14/09/17						n/a		Meetings in London			Snack on train			UK Subsistence & meals 26001		13		N/A		1		3.60				120-26001-	
18/09/17						n/a		ICIC Conference			Hosting - Canadian visitors			Hosting and working lunches 26050		14		N/A		7		138.95				120-26050-	

EXPENSES CLAIM FORM

ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN. Use a separate claim form per currency. All ICO expenses including mileage can be put on the same form using the category menu. Ensure category has been selected before entering data to the right of that column. *Mileage claims will compute when the **mileage categories (at the bottom of the drop down list) are selected and the number of miles AND number of passengers have been entered.*** Enter a reference number and scan/attach a receipt where the receipt number defaults to zero. Enter your name in cell D38 and approvers name in A44.
DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.

			NAME: Elizabeth Denham		COST CENTRE: 120 - LEADERSHIP TEAM			overwrite this cell with currency if "other" selected below		FINANCE USE	
DATE	TIME		REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	AMOUNT CLAIMED <small>CHOOSE CURRENCY</small>	PROJECT CODE	INV: DOC:
	DEPARTURE	ARRIVAL									
DD/MM/YY	00:00:00	00:00:00	(WHY YOU TRAVELLED)	(WHAT YOU PAID FOR)	CHOOSE FROM DROP DOWN LIST	enter number unless N/A appears			UK £	USE DROP DOWN LIST	CODE
08/06/17				Taxi in London	UK Travel & Accommodation 26001	1	N/A	2	34.80	NO PROJECT - 0000	120-26001-0000
09/06/17				Taxi in London	UK Travel & Accommodation 26001	2	N/A	1	32.56	NO PROJECT - 0000	120-26001-0000
09/06/17				Heathrow Express Ticket - Heathrow	UK Travel & Accommodation 26001	3	N/A	1	22.00	NO PROJECT - 0000	120-26001-0000
03/07/17				Heathrow Express Ticket - Paddington	UK Travel & Accommodation 26001	4	N/A	1	22.00	NO PROJECT - 0000	120-26001-0000
03/07/17				Taxi in London	UK Travel & Accommodation 26001	5	N/A	1	15.00	NO PROJECT - 0000	120-26001-0000
03/07/17				Train ticket from Kings Cross-Cambridge	UK Travel & Accommodation 26001	6	N/A	1	23.60	NO PROJECT - 0000	120-26001-0000
03/07/17				Taxi in Cambridge	UK Travel & Accommodation 26001	7	N/A	1	10.00	NO PROJECT - 0000	120-26001-0000
05/07/17				Snack at Cambridge Station	UK Subsistence & meals 26001	8	N/A	2	9.90	NO PROJECT - 0000	120-26001-0000
05/07/17				Lunch at House of Commons	UK Subsistence & meals 26001	9	N/A	1	4.15	NO PROJECT - 0000	120-26001-0000
05/07/17				Taxi in London	UK Travel & Accommodation 26001	10	N/A	1	20.68	NO PROJECT - 0000	120-26001-0000
05/07/17				Taxi in London	UK Travel & Accommodation 26001	11	N/A	1	15.40	NO PROJECT - 0000	120-26001-0000
06/07/17				Taxi in London	UK Travel & Accommodation 26001	12	N/A	1	27.28	NO PROJECT - 0000	120-26001-0000
06/07/17				Taxi in London	UK Travel & Accommodation 26001	13	N/A	1	36.52	NO PROJECT - 0000	120-26001-0000
06/07/17				Snack at Euston Station	UK Subsistence & meals 26001	14	N/A	1	6.18	NO PROJECT - 0000	120-26001-0000
06/07/17				Train ticket from Euston to Wilmslow	UK Travel & Accommodation 26001	15	N/A	1	160.50	NO PROJECT - 0000	120-26001-0000
12/07/17				Hosting: Dinner with [REDACTED]	Hosting and working lunches 26050	16	N/A	2	36.23	NO PROJECT - 0000	120-26050-0000
13/07/17				Breakfast in London	UK Subsistence & meals 26001	17	N/A	1	12.00	NO PROJECT - 0000	120-26001-0000
13/07/17				Lunch in London	UK Subsistence & meals 26001	18	N/A	1	7.73	NO PROJECT - 0000	120-26001-0000
13/07/17				Snack for train [REDACTED] from London	UK Subsistence & meals 26001	19	N/A	1	4.85	NO PROJECT - 0000	120-26001-0000
18/07/17				Dinner in London	UK Subsistence & meals 26001	20	N/A	1	10.25	NO PROJECT - 0000	120-26001-0000
19/07/17				Taxi in London	UK Travel & Accommodation 26001	21	N/A	2	15.40	NO PROJECT - 0000	120-26001-0000
19/07/17				Hosting: Lunch [REDACTED]	Hosting and working lunches 26050	22	N/A	2	22.40	NO PROJECT - 0000	120-26050-0000
20/07/17				Breakfast in London	UK Subsistence & meals 26001	23	N/A	1	12.00	NO PROJECT - 0000	120-26001-0000
20/07/17				Hot drink in London	UK Subsistence & meals 26001	24	N/A	2	4.80	NO PROJECT - 0000	120-26001-0000
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
Enter any notes relating to this claim here											
Taxis used in London as several meetings on the same day											

TOTAL EXPENSES INCURRED

566.23

Claimant declaration:

Elizabeth Denham

I confirm that all of the above expenses have been incurred wholly, exclusively and necessarily on ICO business and that where car or motorcycle mileage has been claimed that I held a valid driving licence and the vehicle used had a motor insurance policy for use in connection with business, was taxed and had a valid MOT certificate on the date of travel.

CASH ADVANCE RECEIVED

TOTAL CLAIMED/(REPAID TO FINANCE)

566.23

Heather Dove

Now forward this claim and your scanned receipts to your approver who should review it and then email it to expenses@ico.org.uk with "approved expenses" in the subject.

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NAME:						Elizabeth							Denham								DATE OF CLAIM: DD/MM/YY <div></div>				20/10/17				CLAIM REFERENCE:				Denh20-10-17											
																			COST CENTRE (TEAM NUMBER / NAME):										120 - LEADERSHIP TEAM					<div>overwrite this cell with currency if "other" selected below</div>				FINANCE USE						
DATE & TIME <i>(FOR SUBSISTENCE CLAIMS)</i>						REASON FOR TRIP										DESCRIPTION OF EXPENSE										CATEGORY				RECEIPT NUMBER		NO. MILES		NO. PASSENGERS		AMOUNT CLAIMED						PROJECT CODE		
RECEIPT DATE/ TRIP START		TRIP END		TOTAL TRIP	CHOOSE CURRENCY																															CHOOSE PROJECT CODE								
DD/MM/YY		00:00:00		DD/MM/YY		00:00:00		HRS	WHY YOU TRAVELLED										WHAT YOU PAID FOR										CHOOSE FROM DROP DOWN LIST				ENTER NUMBER UNLESS N/A APPEARS				EURO €		USE DROP DOWN LIST		CODE			
									Attending A29 Working Party - 2 October - 4 October																																			
03/10/17								n/a											Refreshments										Overseas Subsistence & meals 26002				1		N/A		1		6.05				120-26002-	
04/10/17								n/a											Lunch x 3 (paid for [redacted])										Overseas Subsistence & meals 26002				2		N/A		3		40.00				120-26002-	
04/10/17								n/a											Taxi in Brussels										Overseas Travel & Accommodation 26002				3		N/A		1		15.00				120-26002-	
04/10/17								n/a											Lunch & Dinner Hotel Bill										Overseas Subsistence & meals 26002				4		N/A		3		94.00				120-26002-	

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NAME:				Elizabeth				Denham				DATE OF CLAIM: DD/MM/YY				20/10/17				CLAIM REFERENCE:				Denh20-10-17											
												COST CENTRE (TEAM NUMBER / NAME):												120 - LEADERSHIP TEAM				Hong Kong Dollars				FINANCE USE			
DATE & TIME (FOR SUBSISTENCE CLAIMS)				REASON FOR TRIP				DESCRIPTION OF EXPENSE				CATEGORY				RECEIPT NUMBER		NO. MILES		NO. PASSENGERS		AMOUNT CLAIMED CHOOSE CURRENCY		PROJECT CODE											
RECEIPT DATE/ TRIP START		TRIP END														TOTAL TRIP		WHAT YOU PAID FOR		CHOOSE FROM DROP DOWN LIST		ENTER NUMBER UNLESS N/A APPEARS		enter in		USE DROP DOWN LIST		CODE							
DD/MM/YY		00:00:00		DD/MM/YY		00:00:00		HRS		WHY YOU TRAVELLED				WHAT YOU PAID FOR				CHOOSE FROM DROP DOWN LIST				ENTER NUMBER UNLESS N/A APPEARS		enter in		USE DROP DOWN LIST		CODE							
										Attending ICDPC Conference in Hong Kong 23-30 September 2017																									
24/09/17								n/a						Dinner				Overseas Subsistence & meals 26002				1		N/A		1		140.20		120-26002-					
24/09/17								n/a						Room Supplements				Overseas Travel & Accommodation 26002				2		N/A		1		3,045.00		120-26002-					
25/09/17								n/a						Breakfast				Overseas Subsistence & meals 26002				3		N/A		1		322.00		120-26002-					
25/09/17								n/a						Dinner				Overseas Subsistence & meals 26002				4		N/A		5		666.30		120-26002-					
26/09/17								n/a						Snack				Overseas Subsistence & meals 26002				5		N/A		1		55.00		120-26002-					
26/09/17								n/a						Room Supplements				Overseas Travel & Accommodation 26002				6		N/A		1		326.00		120-26002-					
27/09/17								n/a						Room Supplements				Overseas Travel & Accommodation 26002				7		N/A		1		770.00		120-26002-					
27/09/17								n/a						Dinner				Overseas Subsistence & meals 26002				8		N/A		5		1,206.90		120-26002-					
28/09/17								n/a						Snack				Overseas Subsistence & meals 26002				9		N/A		1		18.00		120-26002-					
28/09/17								n/a						Room Supplements				Overseas Travel & Accommodation 26002				10		N/A		1		830.00		120-26002-					
28/09/17								n/a						Dinner				Overseas Subsistence & meals 26002				11		N/A		1		180.00		120-26002-					
29/09/17								n/a						Dinner				Overseas Subsistence & meals 26002				12		N/A		1		485.72		120-26002-					

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NAME:						James					Dipple-Johnstone					DATE OF CLAIM: DD/MM/YY			13/10/17			CLAIM REFERENCE:			Dipp13-10-17				
											COST CENTRE (TEAM NUMBER / NAME):								SELECT COST CENTRE HERE			overwrite this cell with currency if "other" selected below			FINANCE USE				
DATE & TIME <i>(FOR SUBSISTENCE CLAIMS)</i>					REASON FOR TRIP					DESCRIPTION OF EXPENSE					CATEGORY			RECEIPT NUMBER			NO. MILES	NO. PASSENGERS	AMOUNT CLAIMED	PROJECT CODE					
RECEIPT DATE/ TRIP START		TRIP END		TOTAL TRIP																			CHOOSE CURRENCY						
DD/MM/YY		00:00:00		DD/MM/YY	00:00:00		HRS	WHY YOU TRAVELLED					WHAT YOU PAID FOR					CHOOSE FROM DROP DOWN LIST			ENTER NUMBER UNLESS N/A APPEARS			UK £	USE DROP DOWN LIST		CODE		
12/10/17		06:45:00		12/10/17	16:00:00		9.25	Audit (Royal Blackburn Hospital)					Private car - mileage (Macclesfield to Blackburn x 2)					Car miles - 45p standard rate 26001			N/A			104	0	46.80	NO PROJECT - 0000		SEL-26001-0000

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NAME:				James				Dipple-Johnstone				DATE OF CLAIM: DD/MM/YY				05/10/17				CLAIM REFERENCE:				Dipp05-10-17																							
												COST CENTRE (TEAM NUMBER / NAME):												SELECT COST CENTRE HERE				Hong Kong dollars				FINANCE USE															
DATE & TIME (FOR SUBSISTENCE CLAIMS)					REASON FOR TRIP					DESCRIPTION OF EXPENSE					CATEGORY					RECEIPT NUMBER				NO. MILES				NO. PASSENGERS								AMOUNT CLAIMED											
RECEIPT DATE/ TRIP START		TRIP END		TOTAL TRIP																												CHOOSE CURRENCY				PROJECT CODE											
DD/MM/YY		00:00:00		DD/MM/YY		00:00:00		HRS	WHY YOU TRAVELLED					WHAT YOU PAID FOR					CHOOSE FROM DROP DOWN LIST					ENTER NUMBER UNLESS N/A APPEARS				enter in				USE DROP DOWN LIST				CODE											
23/09/17		10:00:00		30/09/17		08:00:00		#VALUE!	International DP Commissioners' Conference, Hong Kong					Refreshments - coffee					Overseas Subsistence & meals 26002					1				N/A				N/A				30.00								SEL-26002-			
														Evening meal - 29 September					Overseas Subsistence & meals 26002					2				N/A				N/A				485.70								SEL-26002-			
																			Overseas overnight incidental allowance 21					N/A				N/A				N/A				719.64								SEL-26002-			